

Message Text

UNCLASSIFIED

PAGE 01 STATE 018954

46 41

ORIGIN DRC-01

INFO OCT-01 EA-09 ISO-00 A-01 OPR-02 OC-05 CCO-00 SIG-02

/021 R

DRAFTED BY FADRC/RM:WFFARRELL:VFH

APPROVED BY O/FADRC - MR. PRUDEN

EA/EX:EECHAMPAGNE

O/ISO:WWFRANCIS

OC/SA:JWHULBERT

DESIRED DISTRIBUTION

A, A/O, EA/EX, ISO, OC

----- 034601

R 261607Z JAN 76

FM SECSTATE WASHDC

TO AMEMBASSY BANGKOK

AMEMBASSY SINGAPORE

AMEMBASSY TAIPEI

AMEMBASSY TOKYO

UNCLAS STATE 018954

E.O. 11652:N/A

TAGS:AINF, AFSP, OTRA

SUBJECT:RECORDS MANAGEMENT STUDY

1. THE DEPARTMENT IS INTERESTED IN STRENGTHENING THE RECORDS MANAGEMENT PROGRAM VIS-A-VIS POST OPERATIONS AND IN THE LIGHT OF LEGISLATIVE IMPERATIVES SUCH AS THE FREE-DOM OF INFORMATION AND PRIVACY ACTS. INCLUDED IN THESE CONSIDERATIONS IS THE POSSIBILITY OF APPLYING TO POST OPERATIONS SOME ADVANCED TECHNOLOGIES CURRENTLY BEING EMPLOYED IN DEPARTMENT RECORD FUNCTIONS. SINCE OUR RESEARCH INTO THIS AREA REQUIRES DETAILED KNOWLEDGE OF INFORMATION FLOW AND RECORD ACTIVITIES AT A VARIETY OF FOREIGN SERVICE POSTS, A SERIES OF ON-SITE SURVEYS ARE BEING CONDUCTED WHICH COMBINE ALL ELEMENTS OF THE UNCLASSIFIED

UNCLASSIFIED

PAGE 02 STATE 018954

TRADITIONAL RECORDS MANAGEMENT STUDY WITH A LOOK AT THE

FEASIBILITY OF THE USE OF AUTOMATED AND MICROGRAPHICS TECHNIQUES. TO THIS END WE WOULD LIKE TO CONDUCT SUCH STUDIES AT TOKYO, FEBRUARY 25 - MARCH 4; TAIPEI, MARCH 5 - MARCH 11; BANGKOK, MARCH 12 - MARCH 18; AND SINGAPORE MARCH 19 - MARCH 25. IF POSTS CONCUR WITH THIS PROPOSAL SCHEDULE WILL BE CONFIRMED AND RESERVATIONS REQUESTED.

2. THE STUDY WILL CONSIST OF DETAILED PHYSICAL CHECKS OF THE RECORDS OF THE POSTS. A STUDY OF THE PROCEDURES ASSOCIATED WITH INFORMATION PROCESSING AT THE POSTS; ASKING QUESTIONS CONCERNING THE ABOVE OF OFFICERS, SECRETARIES, STAFF AND OTHERS; AND INTERVIEWS WITH BOTH OFFICERS AND STAFF EXPLAINING OUR PURPOSE AND NEEDS AND INQUIRING INTO THEIR VIEWS AND NEEDS IN THIS AREA.

KISSINGER

UNCLASSIFIED

NNN

Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 26 JAN 1976
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1976STATE018954
Document Source: CORE
Document Unique ID: 00
Drafter: WFFARRELL:VFH
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D760029-0629
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1976/newtext/t19760121/aaaaascscs.tel
Line Count: 77
Locator: TEXT ON-LINE, ON MICROFILM
Office: ORIGIN DRC
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 2
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: n/a
Review Action: RELEASED, APPROVED
Review Authority: CunninFX
Review Comment: n/a
Review Content Flags:
Review Date: 23 JUN 2004
Review Event:
Review Exemptions: n/a
Review History: RELEASED <23 JUN 2004 by schwenja>; APPROVED <12 NOV 2004 by CunninFX>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
04 MAY 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: ECORDS MANAGEMENT STUDY
TAGS: AINF, AFSP, OTRA
To: BANGKOK MULTIPLE
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 04 MAY 2006